## Guidelines for the production and submission of the MSc Interim Report

## You are required to submit an Interim Report at about the half-way stage of your project (if you are a full-time student this will be half-way through week 7 or 8; if you are a part-time student, this will be at the end of the first trimester of your 2 trimester project). The Interim Report should not be submitted until after your project specification has been approved by your supervisor and moderator and all their comments and suggestions taken into account. Once you have received feedback on your interim report from your supervisor and moderator you should take great care to incorporate your responses to this feedback in your final report (we do check to make sure you have acted on feedback given). Its probably a good idea to not go too far on the writing of the final report until you have the feedback from the interim report. However, it is not sensible to stop all work whilst you wait for such feedback so careful planning is required to ensure you do not waste your time.

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The interim report should be a **maximum** of **5,000** words in length and should describe in detail how you are conducting your research. If you submit an interim report that is longer than 5000 words, expect to have it returned to you for editing. It is important that you do not consider the interim report as a first draft final report. It is required by your supervisor and moderator to allow them to assess your overall progress on the project and as such needs to give them a clear view of the whole project. It is not appropriate to submit the first few chapters of your proposed final report – if you do this, expect to have the interim report returned to you for re-writing.

**Required components of the interim report are:**

***A Summary Literature Review (30 Marks):*** a section which critically summarises the *current* academic literature in your subject area, thereby providing an academic framework for the research you are undertaking.

***Research Methodology (40 Marks):*** a section which describes in some detail how you intend to conduct (or are already conducting) your research. In this section, it is essential that you make clear the basis of your research method (e.g. is it a survey, a technology review or comparison, a development project) and how you intend to gather, analyse and interpret the results from it. No matter what type of project you are undertaking, it is a requirement that you perform a study that has some verifiable academic goal. You should also consider how you are going to present the data you have collected in order to ‘prove’ the rigor of the process of your research and your interpretation of the results. The research methodology section of your interim report should be a full description of the academic worth of your project, which you may only have described in a brief overview in the project specification. It is also crucial that your *final* report contains a section on critical reflection of your work – how well has it been conducted, what errors you have made, how reliable, accurate or significant your results are – and in this section you may wish to highlight any areas of your study that you anticipate including in this.

***Plan for completion (30 Marks):*** This section should briefly describe the current status of your project and in more detail describe how you intend to progress it to completion. This may be a description of the technical work you still have to do and how the results will be analysed and their worth evaluated, or may describe how the results obtained from a proposed data collection method might be collated for critical analysis and then used in order to develop, critique make suggestions about future practice. Depending on the work already done, it may also be expedient to include some indication of how you will proceed if the results you collect are in some way deficient (e.g. if you send out 200 survey forms but only 8 are returned, or if the benefits you expected from a piece of technical development do not arise).

**Submission of the interim report:**

The interim report is assessed so you need to submit it in Aula via Turnitin (the link will be provided).

**Please note: *your final report will not be accepted until you have submitted an interim report***, in time for your supervisor and moderator to read it and give you feedback. For this reason, you should aim to submit your interim report about halfway through the time you have available for your project.